



**BOARD OF SELECTMEN  
Minutes**

January 14, 2020

6:30pm – Regular Meeting

Broadcast Studio  
423 Webbs Mills Road

*Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.*

**Select Board members in attendance:** Rolf Olsen, Marshall Bullock, Teresa Sadak

**Select Board members absent:** Lawrence Taylor, Samuel Gifford

**Town Staff in attendance:**

Don Willard – Town Manager  
Rita Theriault – Human Resource Officer  
Cathy Ricker – Finance Director  
Scott Dvorak – Code Enforcement Officer  
Bruce Tupper – Fire Chief  
Sue Look – Town Clerk

1) **Called to order** by Chair Olsen at 6:30pm

2) **Minutes of previous meetings**

a) December 10, 2019

**Motion** to approve as presented by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved**

3) **New Business**

a) Public Safety Compensation Study Recommendations - Kari Meillat, KMA HR Consulting – Compensation Consultant; Rita Theriault, HR Officer; Don Willard, Town Manager

Ms Meillat gave a brief overview of the process thus far and outlined some updates to the salary structure and added the positions that were not in the original report. There is a natural progression of grades, taking into account trainings. The final recommendation is to upgrade the deputy from 6 to 7. We should do an upgrade every 2 or 3 years to keep up with market. For recruitment we should use social media, craigslist, job fairs, high schools, community colleges, etc. Each reaches a different

audience. We could offer a referral or hiring sign-on bonus to encourage current employees to refer and to entice people to apply. Retaining employees – financial education, flu shots, pet insurance, stress management programs, clothing allowances, paid trainings, spot bonuses, offering benefits for part-time.

- b) Consideration of Auto Recycling Business – Eric Peterson, Raymond Service Center

There have been law changes which now require Mr Peterson to have this license.

**Motion** to authorize the Code Enforcement Officer to sign Mr Peterson's application for a State of Maine Auto Recycling License by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved**

- c) Discussion of Concept for Warrant Article for a Business License Ordinance – Scott Dvorak, Code Enforcement Officer

CEO Dvorak has spoken with the Town attorney regarding possible changes which would allow the Select Board to revoke a business license if personal property taxes were not paid (these changes would not affect home occupations).

**By consensus** the Select Board directed the CEO to proceed

- d) Consideration of Appointment of Nathan White, Public Works Director, to Portland Area Comprehensive Transportation System (PACTS) – Don Willard, Town Manager

**Motion** to appoint Nathan White to be the PACTS representative by Selectman Bullock. Seconded by Selectman Sadak.

**Unanimously approved**

- e) Consideration of Annual Policy on Treasurer's Payroll Warrants and Accounts Payable Warrants – Sue Look, Town Clerk

**Motion** to approve by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved**

- f) Consideration of Annual General Assistance Ordinance Updates – Sue Look, Town Clerk

**Motion** to approve by Selectman Bullock. Seconded by Selectman Sadak.

**Unanimously approved**

- g) Consideration of Biennial Appointment of Registrar – Sue Look, Town Clerk

**Motion** to appoint by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved**

h) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

The separation document is nearly complete and once the committee has the final version we will meet to approve. There is a survey online for people to give us feedback.

4) **Public Comment** – none

5) **Selectman Comment**

Selectman Bullock – It is approaching the time of year for us to begin thinking about a Spirit of America winner. This will probably be in the March Select Board meeting.

6) **Town Manager's Report and Communications**

a) **Confirm Dates for Upcoming Regular Meetings**

- February 11, 2020
- March 10, 2020

b) **Reminder of Upcoming Holiday Schedule**

- Monday, January 20<sup>th</sup> – MLK Jr Day

7) **Treasurer's Warrant**

**Motion** to approve the Treasurer's Warrant with a total of \$71,456.22 by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved**

8) **Adjournment**

**Motion** to adjourn at 7:18pm by Selectman Sadak. Seconded by Selectman Bullock.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*